



UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**



No. 089

Job vacancy

August 21, 2009

**OPEN TO:** All Colombian Citizens

**POSITION:** DEVELOPMENT ASSISTANCE SPECIALIST ETHNIC  
MINORITIES PROGRAM MANAGER (0011870L)

**OPENING DATE:** Friday, August 21, 2009

**CLOSING DATE:** Friday, September 4, 2009

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC-12 Col. Ps. \$118,598,224.00-  
Col. Ps. \$195,687,064.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". E-mailed applications must be sent to e-mail address: [BogotaHR@usaid.gov](mailto:BogotaHR@usaid.gov).

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist – Ethnic Minorities Program Manager for the Alternative Development Unit.

**BASIC FUNCTION OF POSITION**

This position resides in the Alternative Development Office (ADO) of the USAID/Colombia Mission in Bogotá. The primary purpose of this position is to serve as the Mission's programmatic point of contact for ethnic minority issues, as well as the Contracting Officer's Technical Representative (COTR) or Activity Manager (AM) for USAID's ethnic minority's activities being implemented in Colombia. The position serves as a senior Foreign Service National (FSN) advisor to the ADO Office Director, to Mission senior management, to Government of Colombia (GOC) counterparts, and other U.S. Government (USG) agency officials on ethnic minorities, economic development, community-based institutional strengthening, alternative development, and broad-based rural and livelihoods development for ethnic minorities in Colombia. In addition, the incumbent is a key advisor to senior Mission management on issues affecting ethnic minorities. Other Mission initiatives related to or centered on cross-cutting issues involving ethnic minorities may also be part of the position's core responsibilities. The position requires travel to activity sites to assess, coordinate, monitor and evaluate progress, and identify and resolve problems in activities related to ethnic minorities.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Technical Leadership in Strategic Planning and Program Development**

1. The incumbent leads strategic/policy and tactical discussions and/or input related to ethnic minorities and program management. This may require the development of analytical and policy papers that help shape USAID programming in Colombia.
2. The incumbent provides technical guidance; training; and expertise to implementing partners and to Mission staff on issues associated with ethnic minorities in Colombia.
3. The incumbent networks with the GOC, corporations and philanthropic organizations to build public/private alliances and explores ways to leverage private funding to complement USAID's efforts to improve the quality of economic development efforts towards ethnic minorities in Colombia.
4. The incumbent represents ADO and USAID to internal and external stakeholders and development partners in events sponsored by USAID development partners, including conferences, workshops, donor meetings, and other relevant forums on ethnic minorities and economic development. S/he ensures effective coordination of USAID-funded activities within the USG as well as other donors and the GOC. These responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.
5. The incumbent advises Mission Management, the ADO Director, and other team members of policy developments that are relevant to the program's implementation. S/he conducts consultations with stakeholders and tracks legislative or other policy developments in the areas of ethnic minorities and economic/livelihoods development.

### **B. Project Management and Administration**

1. The incumbent will perform the function of COTR or AM for the Mission's ethnic minorities program and as a back-up for other technical portfolios, such as livelihoods development, as designated by the Mission Contracting Officer for the management of contracts and grants. The incumbent assists the ADO Office Director and Deputy Office Director to manage relevant programs. In addition, the incumbent may be asked to provide additional expertise to other Mission programs on an as-needed basis.
2. The incumbent provides technical guidance to project implementers and to the ADO team on issues associated with ethnic minorities and broader alternative livelihood development themes to help achieve USAID objectives.

3. The incumbent reviews project proposals submitted by grantees, contractors, and others, and recommends corrections and other actions.
4. The incumbent monitors ADO project implementation progress under contracts, grants, sub-grants, cooperative agreements, etc, including deliverable requirements. S/he ensures that partners meet their benchmark requirements in accordance with USAID regulations.
5. S/he conducts field visits to activity sites across Colombia for the purpose of verifying the quality of services provided and monitoring the implementation and progress of program activities. Identifies problems and works with ADO Office Director to offer solutions. Prepares trip reports and supplements these with oral briefings to USAID Mission management including Mission Management, the ADO Office Director of, and, upon request, to other USAID and US Embassy officials.
6. The incumbent leads and/or helps his/her team to engage internal and external stakeholders working on ethnic minority issues in Colombia and other alternative livelihood-related issues, including reviewing proposals and scopes of work, attending representative events, responding to inquiries and communications, and developing technical concept papers and/or activity designs associated with project implementation.
7. The incumbent prepares briefing documents for high-level visitors, including program status, budgets, funding projections, implementation and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents. S/he coordinates visits of Congressional Delegations (CODELS) to project areas. S/he also provides information on progress to the ADO Team Leader and Mission Management in terms of key indicators and funds disbursed.
8. The incumbent is responsible for preparing technical, policy and performance reports periodically and on an ad-hoc basis during the year.
9. The incumbent drafts and assists with processing project-related documents such as action memoranda, USAID/Colombia reports, and public relations documents; prepares progress reports on a scheduled basis, highlighting accomplishments as well as problem areas in need of attention; initiates corrective action on routing matters and brings to the attention of the ADO Office Director issues of a complex nature requiring his/her decision or referral with recommendations to Mission Management.
10. The incumbent performs analyses and evaluations and prepares input to the project and portfolio reviews.

11. The incumbent manages a budget associated with his/her A/COTR or AM responsibilities, including budget preparation, tracking, and analysis. S/he manages financial matters related to program activities, such as providing administrative approval of vouchers, planning and preparing annual incremental funding amendments, and other financial administrative activities to ensure that fiscal needs of implementing partners and ADO are met in a timely and efficient manner.
12. The incumbent liaises with other ADO team members and other offices (CMM, FMO, EXO, PO, and other technical offices) to ensure successful coordination and value-added to activity results.
13. The incumbent prepares all necessary internal program implementation documentation.
14. The incumbent provides back-up to other ADO and Mission teams as directed.
15. The incumbent performs other duties as assigned and as related to project/portfolio implementation.

### **C. Program/Policy Analysis and Reporting**

1. The incumbent ensures that all activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and implementing partners, including the Operational Plan, portfolio reviews, budget and pipeline analyses, briefs, presentations, and talking points. S/he review and approves annual work plans for assigned programs as submitted by implementing partners and negotiates program and activity agreements with counterparts in the GOC, the private sector, and civil society.
2. S/he ensures that indicators to measure program impact are tracked accurately and used to revise strategy as necessary. S/he coordinates with members of the ADO Team to ensure data submitted on activities are complete and consistent for reporting.
3. Collects, analyzes and synthesizes information to inform and strategically guide program planning.

### **REQUIRED QUALIFICATIONS:**

**Note: Candidates who do not meet these required qualifications will not be considered.**

**a. Education:**

A Masters Degree or local equivalent in the field(s) of international development, rural development, law, economics, management, and/or community planning, or a related subject is required. Strong technical emphasis or specialization in the areas of rural development, livelihoods, community planning and indigenous, Afro-Colombian and other minority groups are highly desired.

**b. Prior Work Experience:**

The incumbent is required to have a minimum of 7 years of progressively responsible experience in the international development and cooperation sector. Specific experience in program management (design, implementation, management and/or monitoring and evaluation) of international development activities focused on rural development and ethnic minority communities is required. Experience is required in the collection, analysis, and presentation of information related to projects. Prior management experience in a position of similar complexity is required.

**c. Post Entry Training:**

Training in Mission's policies, rules and regulations, project management COTR/AOTR (Contracting Officer's Technical Representative) and other technical areas related to duties will be offered to the selected candidate when available. USAID/Colombia values professional development and typically authorizes one week of training per employee per year.

**d. Language Proficiency:**

Level IV (fluent) English ability and equivalent in Spanish is required. Excellent written and oral communication skills required.

**e. Knowledge:**

The incumbent must have a sound, experience-based knowledge of issues related to the development challenges faced by Colombia's ethnic minorities (primarily Afro Colombians and Indigenous communities), including a thorough knowledge of the political, legal, economic, and development realities of Colombia's indigenous and Afro Colombian populations. S/he must have a thorough knowledge of host country socio-economic conditions, Colombian international laws, protocols, agreements pertaining to the international cooperation. Knowledge of USG's and the GOC's legal regulations and policies related to ethnic minorities will be highly valued. S/he must be knowledgeable of technical/project implementation, monitoring and evaluation, and project financial oversight.

**f. Abilities and Skills:**

The incumbent must be organized and have demonstrated success in project management. S/he will have a high degree of technical, analytical, and quantitative skills. Strong interpersonal and team work skills; proven ability to work independently with minimal supervision or guidance is required. Must have operational and management skills; computer skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. S/he should have proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical reports. Ability to work comfortably and respectfully with Afro Colombian and indigenous communities. S/he will be expected to incorporate USAID's five core values (customer focus, results orientation, empowerment and accountability, teamwork and participation and valuing diversity) into his or her work. The incumbent should possess strong computer skills. USAID/Colombia uses a Windows-based operating system and requires its professional staff to have a strong familiarity with Microsoft's Office Suite (Outlook, Word, Excel, Power Point, etc).

**POSITION ELEMENTS**

**A. Supervision Received:**

Overall objectives and terms of reference are provided by the ADO Director and/or his or her designee who assigns work mainly in terms of results to be achieved. Employee works with considerable independence, resolving problems and determining appropriate approaches, and taking initiative to consult with supervisor, as appropriate. Work is evaluated primarily in terms of accomplishments and conformance with policy.

**B. Available Guidelines:**

Basic administrative policy statements and precedents are provided. Guidelines are available for program design, development and implementation duties area in the form of the USAID ADS system. Formal guidelines are not available for the other duty areas. Additional guidance will be provided by the ADO Director and/or his or her designee on an as-needed basis. The Development Assistance Specialist must be able to perform in a consistently strong fashion in the absence of explicit guidelines or guidance.

**C. Exercise of Judgment:**

Incumbent must exercise sound judgment, particularly in dealing with GOC and international development and private sector officials. A high degree of judgment is required to carry out independent analysis and provide sound advice and guidance to Technical Teams and key Mission and GOC officials.

**D. Authority to Make Commitments:**

Exercises care to secure approvals or clearances before making commitments on behalf of the Mission. Although the incumbent does not have independent commitment authority, analyses and recommendations are given considerable weight when Mission policy decisions are made.

**E. Nature, Level and Purpose of Contacts:**

The incumbent is expected to establish and/or maintain an extensive range of high-level contacts with the GOC, other donors, non-governmental organizations (NGOs) and ethnic minority organizations across a broad array of related specialty areas and representative groups; meets with representatives of these entities to exchange information and to coordinate efforts; analyzes and evaluates GOC ethnic minority-related policies affecting the Mission's programs; and works with mayors, governors, Ministry officials, community leaders and other relevant Afro-Colombian and indigenous leaders to facilitate program implementation and resolution of issues.

**F. Supervision Exercised:**

This is a non-supervisory position.

**G. Time Required to Perform Full Range of Duties:**

One year.

**SELECTION CRITERIA**

**40 points: Demonstrated appropriate work experience**

The incumbent is required to have a minimum of 7 years of progressively responsible experience in the international development and cooperation sector. Specific experience in program management (design, implementation, management and/or monitoring and evaluation) of international development activities focused on rural development and ethnic minority communities is required. Experience is required in the collection, analysis, and presentation of information related to projects. Prior management experience in a position of similar complexity is required.



### **35 points: Interpersonal and organizational skills**

Incumbent must have superb interpersonal and teamwork skills and proven ability to work independently with minimal supervision or guidance. Operational and management skills; superior computer skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical and general reports. The ability to work on teams and reach consensus in difficult situations and demonstrated ability to establish and maintain high level government contacts at the national and local levels and with donor and private-sector organizations.

### **15 points: Evidence of strong English/Spanish writing and oral skills.**

Level IV (fluent) English ability and equivalent in Spanish is required. Excellent written and oral communication skills required.

### **10 points: Strong technical education background and/or specialization in environmental issues.**

A Masters Degree or local equivalent in the field(s) of international development, rural development, law, economics, management, and/or community planning, or a related subject is required. Strong technical emphasis or specialization in the areas of rural development, livelihoods, community planning and indigenous, Afro-Colombian and other minority groups are highly desired.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY SEPTEMBER 4, 2009 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

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